

DEPARTMENT OF TRANSPORTATION

PROMOTIONAL AND CAREER OPPORTUNITIES



ORGANIZATION **FEDERAL TRANSIT ADMINISTRATION**

ANNOUNCEMENT NO: **FTA-0013**

POSITION: **Program Specialist, GS-0301-09**

OPENING DATE: **05-27-98**

LOCATION: **Office of the Associate Administrator,  
Research, Demonstration and Innovation, Washington, D.C.**

CLOSING DATE: **06-10-98**

AREA OF CONSIDERATION: FTA-WIDE (Status candidates in the commuting area only) and individuals in the local area, covered by 5 CFR 330.601 CTAP-Career Transition Assistance Program for surplus/displaced employees, will receive special selection priority.

**FULL PERFORMANCE LEVEL IS TO THE GS-12 LEVEL.**

**STATEMENT OF DUTIES**

The incumbent maintains control of administrative expenses of the Office of Research, Demonstration and Innovation (TRI); reviews proposed travel, training, and printing authorizations against available administrative expense budget and records commitments and obligations of funds; requests increases or adjustments to operating budget; controls and tracks TRI cost center data in an automated data processing system and maintains current travel plans for TRI; ensures that appropriate accounting codes are utilized on travel orders, vouchers, orders for General Services Administration (GSA) supplies, and similar obligating documents; reconciles amounts committed, obligated, and expended against Federal Transit Administration (FTA) accounting records from Departmental Accounting Financial Information System (DAFIS) and adjusts local records or advises the Office of Budget and Policy of adjustments needed to FTA official records; recommends transfer of funds between object classes and line item accounts under the same appropriation or allotment when funds needed to cover increases in obligations or expenditures fall within established limits and reflects decisions in local database records; provides monthly and interim summary reports of funds obligated and available; conducts quarterly and mid-year budget reviews with Cost Center Official and Office directors; executes year-end closing procedures, i.e., processes documents, reports accruals, surplus or shortfall, final budget adjustments, etc.; assists with the reservation, obligation, and disbursement of reimbursable funds; follows internal procedures for obtaining concurrence from project manager, record-keeping, and reconciliation of payment with official FTA accounting system records; facilitates project close-out and records retirement by retrieving information from Grant Management Information System (GMIS), project manager, other staff, and project files and enters close-out information into GMIS.

**PRIVACY ACT REQUIREMENTS (P.L. 93-579)**

The reference forms are used to determine qualifications for promotion and are authorized under Title 5 of the U.S. Code, Sections 3302 and 3361. Each specified form must be submitted in order for you to be considered for promotion to the position being advertised. The social security number is not required for this purpose and may be deleted from the forms submitted. Your servicing personnel office or the office named in the announcement will be able to provide information on specific Privacy Act requirements.

ALL QUALIFIED CANDIDATES WILL BE CONSIDERED REGARDLESS OF RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.

## **STATEMENT OF QUALIFICATIONS**

All applicants must have one year of specialized experience equivalent at least to the GS-07 level.

Specialized Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**IN ADDITION**, all status applicants must meet the time-in-grade requirement which is 52 weeks at the next lower grade level. These requirements must be met within 30 days after the closing date of this announcement.

## **METHOD OF EVALUATION**

All qualified candidates will be evaluated based on the relevance and quality of experience, education, training, self-development, honors, awards, and outside activities as reflected in their application, Supplemental statement, and other relevant documents submitted by the applicant. **IN ADDITION** to the basic eligibility requirements, candidates' qualifications will be evaluated against the following factors.

QUALITY RANKING FACTORS: Applicants who meet the qualification requirements described above will be rated and ranked on the following Knowledge, Skills, and Abilities (KSAs):

1. Practical knowledge of accounting principles and procedures to maintain accurate and current records of budgets, commitments, obligations, expenditures, and transfers of funds.
2. Knowledge of Office of Budget and Policy's accounting regulations and guidelines as they relate to classification codes, federal travel regulations, per diem rates, etc.
3. Knowledge of budgetary and financial relationships to workloads of organizational components to determine if funds are being obligated and expended in accordance with budgets and plans.
4. Ability to work with figures to calculate financial data associated with operating budgets, fiscal accounts, quarterly plans, requests for payments, and vouchers to ensure that administrative budgets are not exceeded and prepare statistical reports.

## **HOW TO APPLY**

Applicants must submit:

1. A resume\* or OF-612 "Optional Application for Federal Employment" or SF-171 "Application for Federal Employment;"
2. A supplemental statement which concisely addresses the quality ranking factors listed above. This statement should be a brief summary of the applicant's experience, education, awards, training, and outside activities related to each quality ranking factors. This statement will play a major role in determining the point assigned during the ranking process;
3. A current annual performance appraisal (within the last 12 months);
4. A "Notification of Personnel Action", SF-50. All reinstatement eligibles, as well as current federal employees, must submit a copy of their latest SF-50 which will verify their competitive status and tenure;
5. A Standard Form 15, DD-214, and appropriate proof of disability dated within the last 12 months if applying for 10-point Veteran Preference;
6. College transcripts or a list of college courses identifying the college or university, the number of semester or quarter hours earned, and the grade and grade-point of each course if using education to qualify for this position; and
7. Certification from a State Rehabilitation or Veterans Administration Counselor to meet the criteria under Schedule A appointing authority - 5 CFR 213.3102 (t) and (u).

**\*If a resume is submitted, applicants must include the following information as well as the specific information required on this vacancy announcement.**

### **JOB INFORMATION**

- Announcement number, and job title and grade level(s) for which applying
- Social Security Number

### **PERSONAL INFORMATION**

- Full name, mailing address and Zip Code, home and work telephone numbers (with area code) and Social Security Number
- Citizenship (provide country or countries of citizenship)
- Veterans' preference, if any (attach DD-214; submit SF-15 if claiming 10-point preference)
- Competitive status, if any (If you are a

### **WORK EXPERIENCE**

Describe your paid and non-paid work experience that is related to the job for which you are applying. Provide the following for each job listed:

- Job Title (give series and grade if Federal job)
- Name of organization, supervisor's name and telephone number
- Starting and ending dates of job (month and year)
- Number of hours worked per week
- Salary
- A description of your duties, responsibilities, and accomplishments.
- Indicate if we may not contact your current supervisor.

(Resume Instructions continue)

current or former Federal employee, attach a copy of your most recent SF-50, Notification of Personnel Action.)

- Eligibility under special authority, i.e., applicants with a disability, including veterans, or any other applicants eligible for noncompetitive appointment (Indicate the basis for your eligibility and attach supporting documentation.)

### **EDUCATION**

- High school: Name, city, and state. (zip code if known)
- Date of diploma or GED
- College or universities: Name, city and state (zip code if known), majors, type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarters hours.)
- Send a copy of your college transcript (only if the job vacancy announcement requests it)

### **OTHER QUALIFICATIONS**

- Job-related training courses (title and year)
- Job-related skills (for example, languages and skill level, computer software/hardware, tools, machinery, typing and/or steno speeds)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (for example, publications, membership in professional or honor societies, leadership and public speaking activities, and performance awards -- give dates, but do not send documents unless requested).

**Note:** Before hiring, the selectee will be required to complete a Declaration for Federal Employment (OF-306) to determine suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of their application.

***TO RECEIVE AN ELIGIBLE RATING, ALL REQUESTED FORMS MUST BE SUBMITTED AND LEGIBLE.***

**NOTE: FORWARD COMPLETE APPLICATION PACKAGE TO:**

**Federal Transit Administration  
Office of Human Resources, Room 7101, TAD-30  
400 7th Street, S.W.  
Washington, D.C. 20590  
ATTN: Vanessa B. Scurlock**

## **WHERE TO OBTAIN FORMS**

1. For general information call (202) 366-5525.
2. To receive a copy of the vacancy announcement and related forms call (202) 366-2450.
3. To receive a copy of the vacancy announcement via facsimile machine call 1-800-525-2878.
4. To access TTY call (202) 366-6064.
5. Access OPM's Federal Job Opportunities Board (FJOB) by personal computer and modem by dialing 1-912-757-3100, or use the Internet via Telnet at FJOB.MAIL.OPM.GOV and Files Transfer Protocol at FTP.FJOB.MAIL.OPM.GOV.
6. Use Employment Information TouchScreen Computer Kiosks located in major cities throughout the nation, in OPM offices, and in some Federal office buildings. For a complete listing of touchscreen locations, request Factsheet EI-42 by FJOB.

## **OTHER INFORMATION**

- **United States Citizenship Is Required.**
- **Any materials submitted in U.S. Government franked envelopes will not be accepted in accordance with 18 USC 1719.**
- **Any materials received from a Federal government facsimile machine will not be accepted.**
- **As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or that they are exempt from having to do so under Selective Service law.**
- **DEPARTMENT OF TRANSPORTATION SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**  
Current Department of Transportation employees who have received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation are entitled to special priority selection under the Department of Transportation's Agency Career Transition Assistance Program (ACTAP).
- **DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**  
Displaced Federal employees are entitled to receive special priority selection under the ICTAP.
- **ALL APPLICATIONS MUST BE RECEIVED IN THE FTA, OFFICE OF HUMAN RESOURCES BY THE CLOSING DATE OF THIS ANNOUNCEMENT IN ORDER TO BE CONSIDERED.**